CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 707.2

Job Title: **BUREAU CHIEF, DDS**

Pay Grade: 32

GENERAL SUMMARY:

Directs and supervises Dental Bureau staff and activities, including planning, development, implementation and evaluation of the City's dental programs.

RESPONSIBILITES:

- Supervises and coordinates division staffing; evaluates work performance.
- Coordinates preparation of the dental health budget; monitors expenditures.
- Advises and assists Health Department Director in developing dental programs, policies and goals.
- Performs dental clinical treatment duties; reviews cases and makes treatment decisions as needed.
- Evaluates clinic, provider and program efficiency and effectiveness.
- Coordinates preparation of Bureau reports and documents; conducts patient chart audits.
- Serves as liaison between division/citizens/community groups seeking dental information.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Doctoral degree in Dentistry from an accredited dental school.

License: A valid license to practice dentistry in the State of Texas and a current annual registration certificate are required.

EXPERIENCE:
Six years of experience in Public Health Dentistry are required. Experience must include chairside dentistry and dental administration/management.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:
The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
Public Health Dentist, DDS
Senior Public Health Dentist, DDS
Bureau Chief, DDS

Effective: October 1990
Revised: May 1996
Revised: March 2015